Independent Auditors' Reports
Basic Financial Statements and Supplementary Information
Schedule of Findings

June 30, 2010

Contents

		Page
Officials		1
Independent Auditors' Report		2-3
Management's Discussion and Analysis		4-9
Basic Financial Statements:	Exhibit	
Government-wide Financial Statement: Statement of Activities and Net Assets – Cash Basis Governmental Fund Financial Statement:	\mathbf{A}_{-1}	10-11
Statement of Cash Receipts, Disbursements and Changes in Cash Balances	В	12
Proprietary Fund Financial Statement: Statement of Cash Receipts, Disbursements and Changes in Cash Balances Notes to Financial Statements	С	13 14-18
Required Supplementary Information:		
Budgetary Comparison Schedule of Receipts, Disbursements and Changes in Balances – Budget and Actual (Cash Basis) – All Governmental Funds and Proprietary Funds		19-20
Notes to Required Supplementary Information – Budgetary Reporting		21
Other Supplementary Information:	Schedule	
Schedule of Cash Receipts, Disbursements and Changes in Cash Balances – Nonmajor Governmental Funds Schedule of Indebtedness Bond and Note Maturities Schedule of Receipts by Source and Disbursements by Function – All Governmental Funds	1 2 3	22-23 24-25 26 27-28
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with		
Government Auditing Standards		29-30
Schedule of Findings		31-33
Staff		34

<u>Officials</u>

Name	<u>Title</u>	Term <u>Expires</u>
	(Before January 2010)	
Tim Hendricks	Mayor	Jan 2010
Roger Luehring	Mayor Pro Tem	Jan 2010
Brad Smoldt Amanda Gehring Sam Goos Patrick White	Council Member Council Member Council Member Council Member	Jan 2012 Jan 2012 Jan 2010 Jan 2010
Lori Bearden	Clerk/Treasurer	Indefinite
John Livingston	Attorney	Indefinite
	(After January 2010)	
Keith Sash	Mayor	Jan 2014
Roger Luehring	Mayor Pro Tem	Jan 2014
Brad Smoldt Amanda Gehring Sam Goos Betty Dahms	Council Member Council Member Council Member Council Member	Jan 2012 Jan 2012 Jan 2014 Jan 2014
Lori Bearden	Clerk/Treasurer	Indefinite
John Livingston	Attorney	Indefinite



CERTIFIED ♦ PUBLIC ♦ ACCOUNTANTS

24 EAST MAIN STREET • MARSHALLTOWN, IOWA 50158 • 641-753-9337 • FAX 641-753-6366 418 2ND STREET • GLADBROOK, IOWA 50635 • 641-473-2717 • FAX 641-753-6366 4949 PLEASANT STREET • SUITE 206 • WEST DES MOINES, IOWA 50266 • 515-278-0286 • FAX 515-278-0287

James R. Bowman, CPA • jim@bowmanandmillerpc.com Elizabeth A. Miller, CPA • beth@bowmanandmillerpc.com

Independent Auditors' Report

To the Honorable Mayor and Members of the City Council:

We have audited the accompanying financial statements of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Gladbrook, Iowa, as of and for the year ended June 30, 2010, which collectively comprise the City's basic financial statements listed in the table of contents. These financial statements are the responsibility of the City of Gladbrook's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As described in Note 1, these financial statements were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Gladbrook, as of June 30, 2010, and the respective changes in cash basis financial position for the year then ended in conformity with the basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued our report dated August 31, 2010 on our consideration of the City of Gladbrook's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Management's Discussion and Analysis and budgetary comparison information on pages 4 through 9 and 19 through 21 are not required parts of the basic financial statements, but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. We did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Gladbrook's basic financial statements. We previously audited, in accordance with the standards referred to in the second paragraph of this report, the financial statements for the nine years ended June 30, 2009 (which are not presented herein) and expressed unqualified opinions on those financial statements which were prepared in conformity with an other comprehensive basis of accounting. Other supplementary information included in Schedules 1 through 4 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in our audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Bowman and Miller, P.C.

Marshalltown, Iowa August 31, 2010

MANAGEMENT'S DISCUSSION AND ANALYSIS

The City of Gladbrook provides this Management's Discussion and Analysis of its financial statements. This narrative overview and analysis of the financial activities is for the fiscal year ended June 30, 2010. We encourage readers to consider this information in conjunction with the City's financial statements, which follow.

2010 FINANCIAL HIGHLIGHTS

- Receipts of the City's governmental activities increased 59%, or approximately \$324,000 from fiscal 2009 to fiscal 2010. Loan proceeds increased \$250,000 and capital grants, contributions and restricted interest increased approximately \$87,000.
- Disbursements increased 48% or approximately \$261,000 in fiscal 2010 from fiscal 2009 in the governmental activities. Capital projects increased approximately \$318,000 and public safety decreased approximately \$58,000.
- The City's total cash basis net assets increased 9.1%, or approximately \$84,000 from June 30, 2009 to June 30, 2010. Of this amount, the assets of the governmental activities increased approximately \$57,000 and the assets of the business type activities increased by approximately \$27,000.

USING THIS ANNUAL REPORT

The annual report consists of a series of financial statements and other information, as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the City's financial activities.

The Government-wide Financial Statement consists of a Statement of Activities and Net Assets. This statement provides information about the activities of the City as a whole and presents an overall view of the City's finances.

The Fund Financial Statements tell how governmental services were financed in the short term as well as what remains for future spending. Fund financial statements report the City's operations in more detail than the government-wide statement by providing information about the most significant funds.

Notes to Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Required Supplementary Information further explains and supports the financial statements with a comparison of the City's budget for the year.

Other Supplementary Information provides detailed information about the nonmajor governmental funds and the City's indebtedness.

BASIS OF ACCOUNTING

The City maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with U.S. generally accepted accounting principles. Therefore, when reviewing the financial information and discussion within this annual report, the reader should keep in mind the limitations resulting from the use of the cash basis of accounting.

REPORTING THE CITY'S FINANCIAL ACTIVITIES

Government-wide Financial Statement

One of the most important questions asked about the City's finances is, "Is the City as a whole better off or worse off as a result of the year's activities?" The Statement of Activities and Net Assets reports information which helps answer this question.

The Statement of Activities and Net Assets presents the City's net assets. Over time, increases and decreases in the City's net assets may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities and Net Assets is divided into two kinds of activities:

- Governmental Activities include public safety, public works, culture and recreation, community and economic development, general government, debt service and capital projects. Property tax and state and federal grants finance most of these activities.
- Business Type Activities include the waterworks, sanitary sewer system, the City Center movie theater and Matchstick Marvels museum and the Gladbrook Fitness Center. These activities are financed primarily by user charges.

Fund Financial Statements

The City has two kinds of funds:

1) Governmental funds account for most of the City's basic services. These focus on how money flows into and out of those funds and the balances at year-end that are available for spending. The governmental funds include: 1) the General Fund, 2) the Special Revenue Funds, such as Road Use Tax, 3) the Debt Service Fund and 4) the Capital Projects Fund. The governmental fund financial statements provide a detailed, short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.

The required financial statement for governmental funds is a statement of cash receipts, disbursements and changes in cash balances.

2) Proprietary funds account for the City's Enterprise Funds. Enterprise Funds are used to report business type activities. The City maintains four Enterprise Funds to provide separate information for the water and sewer funds, for the operation of the City's movie theater and Matchstick Marvels museum and for the operation of the Gladbrook Fitness Center. These funds are considered to be major funds of the City.

The required financial statement for proprietary funds is a statement of cash receipts, disbursements and changes in cash balances.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net assets may serve over time as a useful indicator of financial position. The City's cash balance for governmental activities increased from \$620,179 to \$676,991. The analysis that follows focuses on the changes in cash basis net assets of governmental activities.

Changes in Cash Basis Net Assets of Gover		Year ended	June 30,
	_	2010	2009
Receipts:			
Program receipts:			
Charges for service	\$	46,179	46,15
Operating grants, contributions and restricted interest		145,536	143,86
Capital grants, contributions and restricted interest		113,150	25,86
General receipts:			
Property tax		241,964	248,87
Local option sales tax		59,210	58,98
Franchise tax		4,635	4,38
Unrestricted interest on investments		2,263	11,05
Loan proceeds		250,000	
Other general receipts		<u>7,363</u>	<u>6,91</u>
Total receipts		<u>870,300</u>	<u>546,10</u>
Disbursements:			
Public safety		116,411	174,66
Public works		117,911	126,28
Culture and recreation		50,112	49,44
Community and economic development		7,353	32,86
General government		68,726	66,70
Debt service		102,860	70,61
Capital projects		<u>338,345</u>	_20,22
Total disbursements		<u>801,718</u>	540,79
Change in cash basis net assets before transfers		68,582	5,30
Transfers, net		(11,770)	1,02
Change in cash basis net assets		56,812	6,33
Cash basis net assets beginning of year		<u>620,179</u>	613,84
Cash basis net assets end of year	\$	<u>676,991</u>	620,17

The City's total receipts for governmental activities increased by 59% or approximately \$324,000. The total cost of all programs and services increased by approximately \$261,000, or 48%, with no new programs added.

The significant increase in receipts was primarily the result of \$19,024 received from the State of Iowa through the CAT grant program, \$81,091 received from the Gladbrook Community Foundation and \$250,000 in capital loan note proceeds which were used for the construction of a new daycare facility in 2010. These amounts were reflected in the capital grants and contributions and loan proceeds.

The cost of all governmental activities this year was approximately \$802,000 compared to approximately \$541,000 last year. However, as shown on the Statement of Activities and Net Assets on pages 10-11, the amount taxpayers ultimately financed for these activities was only \$496,853 because some of the cost was paid by those directly benefited from the programs (\$46,179) or by other governments and organizations that subsidized certain programs with grants, contributions, and restricted interest (\$258,686). Overall, the City's governmental activities receipts, including intergovernmental aid and fees for service, increased in 2010 from approximately \$216,000 to approximately \$305,000. The City paid for the remaining "public benefit" portion of governmental activities (\$497,000) with taxes (some of which could only be used for certain programs) and with other receipts, such as interest and other general receipts.

Changes in Cash Basis Net Assets of Business Typ	Year ended	Year ended June 30,		
	2010	2009		
Receipts:				
Program receipts:				
Charges for service:	00.745	100.46		
Water \$	98,745	102,46		
Sewer	96,332	98,60		
Concessions and admissions	129,416	112,560		
Memberships	40,215	41,83		
Operating grants, contributions and restricted interest	1,544	4,28		
General receipts:				
Unrestricted interest on investments		2,61		
Total receipts	<u>366,252</u>	362,36		
Disbursements:				
Water	110,866	108,00		
Sewer	89,902	73,93		
City center	125,381	120,79		
Fitness center	<u>24,609</u>	<u>_21,85</u>		
Total disbursements	<u>350,758</u>	<u>324,59</u>		
Change in cash basis net assets before transfers	15,494	37,76		
Transfers, net	11,770	(1,02		
Change in cash basis net assets	27,264	36,74		
Cash basis net assets beginning of year	305,332	268,59		
Cash basis net assets end of year \$	332,596	305,33		

Total business type activities receipts for the fiscal year were virtually unchanged from the previous year. Total disbursements for the fiscal year increased by 8% to a total of \$350,758.

INDIVIDUAL MAJOR GOVERNMENTAL FUND ANALYSIS

As the City of Gladbrook completed the year, its governmental funds reported a combined fund balance of \$676,991, an increase of \$56,812 from last year's total of \$620,179. The following are the major reasons for the changes in fund balance of the major funds from the prior year.

- The General Fund cash balance increased \$37,664 from the prior year to \$605,130. The increase is due to fewer expenditures for repairs and maintenance and the purchase of equipment.
- The Special Revenue, Road Use Tax Fund cash balance increased by \$13,778 to \$36,524 during the fiscal year. The increase was primarily due to an increase in road use tax funds received from the State of Iowa.

- The Debt Service Fund cash balance remained approximately the same from 2009. This fund is used to pay off general obligation bonds and notes. In 2010, the City transferred funds from the Local Option Sales Tax Fund, General Fund and the Tax Increment Financing Fund to pay a portion of the debt.
- The Capital Projects Fund was used to account for the construction of the new daycare facility.

INDIVIDUAL MAJOR BUSINESS TYPE FUND ANALYSIS

- The Water Fund cash balance decreased by \$11,893 to \$99,113, primarily due to a decrease in water usage during the year.
- The Sewer Fund cash balance increased by \$7,645 to \$171,966, primarily due to a decrease in costs related to capital improvements.
- The City Center cash balance increased by \$4,035 to \$983 due primarily to the City raising the cost of movie admission.
- The Fitness Center cash balance increased by \$27,477 to \$60,534 due primarily to an increase in fitness center memberships.

BUDGETARY HIGHLIGHTS

Over the course of the year, the City amended their budget once. The amendment was approved on May 10, 2010 and resulted in an increase in operating disbursements of approximately \$670,000. The amendment was made to provide for additional disbursements in certain City departments, including costs associated with the construction of the new day care facility and the related debt payments.

DEBT ADMINISTRATION

At June 30, 2010, the City had \$722,938 in bonds and other long-term debt, compared to \$575,831 last year, as shown below.

Outstandir	g Debt at Year-End			
	<u> </u>	June 3	30,	
	-	2010 2009		
General obligation notes	\$	441,938	273,831	
Revenue notes Total	\$	281,000 722,938	302,000 575,831	

Debt increased as a result of issuing general obligation notes for the day care construction project.

The Constitution of the State of Iowa limits the amount of general obligation debt that cities can issue to 5% of the assessed value of all taxable property within the City's corporate limits. The city's outstanding general obligation debt of \$441,938 is below its constitutional debt limit of \$1,058,581.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The City of Gladbrook's elected and appointed officials and citizens considered many factors when setting the fiscal year 2010 budget, tax rates, and fees that will be charged for various City activities.

The City is planning a major capital project to replace its' existing water supply tower and for improvements to the water delivery infrastructure for its' municipal customers. The City has received a \$500,000 Community Development Block Grant to help fund the approximately \$1.3 million project. The balance of the funds needed for the project are expected to come from a combination of available reserves, a state revolving loan and usage rate adjustments.

The City's property tax base appears to be stable and may increase which should allow for little or no change to the current property tax levy.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Lori Bearden, City Clerk, at 319 2nd Street, Gladbrook, Iowa 50635.

Statement of Activities and Net Assets-Cash Basis As of and for the year ended June 30, 2010

				Program Receipt	3
		Disbursements	Charges for Service	Operating Grants, Contributions and Restricted Interest	Capital Grants, Contributions and Restricted Interest
Functions/Programs:					
Governmental activities:					
Public safety	\$	116,411	42,731	42,154	-
Public works		117,911	467	94,153	3,285
Culture and recreation		50,112	1,318	9,229	-
Community and economic development		7,353	-		-
General government		68,726	1,663	-	-
Debt service		102,860	-	=	_
Capital projects		338,345	_		109,865
Total governmental activities	_	801,718	46,179	145,536	113,150
Business type activities:					
Water		110,866	98,745	228	
Sewer		89,902	96,332	1,215	-
City center		125,381	129,416	-	-
Fitness center		24,609	40,215	101	<u> </u>
Total business type activities	_	350,758	364,708	1,544	-
Total	\$	1,152,476	410,887	147,080	113,150

General Receipts and Transfers:

Property and other city tax levied for:

General purposes

Tax increment financing

Debt service

Local option sales tax

Franchise tax

Unrestricted interest on investments

Loan proceeds

Miscellaneous

Transfers

Total general receipts and transfers

Change in cash basis net assets

Cash basis net assets beginning of year

Cash basis net assets end of year

Cash Basis Net Assets

Restricted:

Expendable:

Streets

Debt service

Other purposes

Unrestricted

Total cash basis net assets

	Net (Disbursements) Receipts
an	d Changes in Cash Basis Net Assets.

	C	Daringa Tuma	
	Governmental Activities	Business Type Activities	Total
-	Activities	Activities	Total
	(31,526)	-	(31,526)
	(20,006)	_	(20,006)
	(39,565)	-	(39,565)
	(7,353)	-	(7,353)
	(67,063)	=	(67,063)
	(102,860)	-	(102,860)
	(228,480)	-	(228,480)
	(496,853)	-	(496,854)
	<u>.</u>	(11,893)	(11,893)
	-	7,645	7,645
	=	4,035	4,035
_		15,707	15,707
_		15,494	15,494
_	(496,853)	15,494	(481,359)
	208,951	-	208,951
	17,435	-	17,435
	15,578	-	15,578
	59,210		59,210
	4,635	-	4,635
	2,263	-	2,263
	250,000		
	7,363		7,363
_	(11,770)	11,770	
_	553,665	11,770	565,435
	56,812	27,264	84,076
	620,179	305,332	925,511
\$ =	676,991	332,596	1,009,587
\$	36,524	-	36,524
•	-	30,430	30,430
	25,588	, <u>.</u>	25,588
	614,879	302,166	917,045
\$ _	676,991	332,596	1,009,587

Statement of Cash Receipts, Disbursements and Changes in Cash Balances Governmental Funds

As of and for the year ended June 30, 2010

		General	Special Revenue Road Use Tax	Capital Projects	Debt Service	Nonmajor	Total
Receipts:		General	1 ax	110,000	DOLVICO	14011111111111111	1000
Property tax	\$	187,302	-	-	15,110	15,378	217,790
Tax increment financing	·	´ <u></u>	-	_	, <u>-</u>	17,435	17,435
Other city tax		5,797	-	_	468	59,684	65,949
Intergovernmental		44,617	94,589	19,024	-	1,151	159,381
Licenses and permits		515		-	-	-	515
Charges for service		42,671	-	-	-	-	42,671
Use of money and property		4,212	-	-	-	363	4,575
Special assessments		-	2,684	-	-	_	2,684
Miscellaneous		14,848	762	90,841	-	2,849	109,300
Total receipts	_	299,962	98,035	109,865	15,578	96,860	620,300
Disbursements: Operating:							
Public safety		116,411	_	_	-	_	116,411
Public works		22,024	95,887	-	_	-	117,911
Culture and recreation		43,603	-	مند	-	6,509	50,112
Community and economic development		7,353	4	-	_	-	7,353
General government		68,726	-	_	-	-	68,726
Debt service		-	-	-	102,860	-	102,860
Capital projects		-	-	338,345	-	_	338,345
Total disbursements	_	258,117	95,887	338,345	102,860	6,509	801,718
Excess (deficiency) of receipts		41 045	0.140	(229 490)	(07.000)	00.251	(101 /10)
over (under) disbursements	,	41,845	2,148	(228,480)	(87,282)	90,351	(181,418)
Other financing sources (uses):				0.50.000			250,000
Loan proceeds		-	11.600	250,000	07.000	=	250,000
Operating transfers in		36,912	11,630	(11.770)	87,282	(04.721)	135,824
Operating transfers out		(41,093)	- 11 (20	(11,770)	0/7.000	(94,731)	(147,594)
Total other financing sources (uses)	_	(4,181)	11,630	238,230	87,282	(94,731)	238,230
Net change in cash balances		37,664	13,778	9,750		(4,380)	56,812
Cash balances beginning of year	_	567,466	22,746	0.550	-	29,967	620,179
Cash balances end of year	\$_	605,130	36,524	9,750	-	25,587	676,991
Cash Basis Fund Balances							
Unreserved:							
General fund	\$	605,130	_	-	_	-	605,130
Special revenue funds		, .	36,524	_	-	25,587	62,111
Capital projects		_	-	9,750	-	-	9,750
Total cash basis fund balances	\$	605,130	36,524	9,750		25,587	676,991

Statement of Cash Receipts, Disbursements and Changes in Cash Balances Proprietary Funds

As of and for the year ended June 30, 2010

	_			Enterprise		
				City	Fitness	
	_	Water	Sewer	Center	Center	Total
Operating receipts:	_		0.4.000	100 416	40.01.5	260.700
Charges for service	\$_	98,745	94,332	129,416	40,215	362,708
Total operating receipts		98,745	94,332	129,416	40,215	362,708
Operating disbursements:						
Business type activities		110,866	59,842	125,381	24,60 <u>9</u>	320,698
Total operating disbursements	_	110,866	59,842	125,381	24,609	320,698
Excess (deficiency) of operating receipts over (under) operating disbursements		(12,121)	34,490	4,035	15,606	42,010
Non-operating receipts (disbursements):						
Intergovernmental		<u>.</u>	145	. =	- 101	145
Interest on investments		228	1,070	. -	101	1,399
Land rent		-	2,000	-		2,000 (30,060)
Debt service	-	220	(30,060)		101	
Net non-operating receipts (disbursements)	-	228	(26,845)	<u>-</u>	101	(26,516)
Excess (deficiency) of receipts over (under) disbursements		(11,893)	7,645	4,035	15,707	15,494
Operating transfers in	_				11,770	11,770
Net change in cash balances		(11,893)	7,645	4,035	27,477	27,264
Cash balances beginning of year	_	111,006	164,321	(3,052)	33,057	305,332
Cash balances end of year	\$=	99,113	171,966	983	60,534	332,596
Cash Basis Fund Balances						
Reserved for debt service	\$		30,430	-	-	30,430
Unreserved	-	99,113	141,536	983	60,534	302,166
Total cash basis fund balances	\$_	99,113	171,966	983	60,534	332,596

Notes to Financial Statements June 30, 2010

Note 1 - Summary of Significant Accounting Policies

The City of Gladbrook is a political subdivision of the State of Iowa located in Tama County. It was first incorporated in 1880 and operates under the Home Rule provisions of the Constitution of Iowa. The City operates under the Mayor-Council form of government with the Mayor and Council Members elected on a non-partisan basis. The City provides numerous services to citizens, including public safety, public works, health and social services, culture and recreation, community and economic development and general government services. The City also provides water and sewer utilities for its citizens.

A. Reporting Entity

For financial reporting purposes, the City of Gladbrook has included all funds, organizations, agencies, boards, commissions and authorities. The City has also considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body and (1) the ability of the City to impose its will on that organization or (2) the potential for the organization to provide specific benefits to or impose specific financial burdens on the City. The City of Gladbrook has no component units which meet the Governmental Accounting Standards Board criteria.

Jointly Governed Organizations

The City participates in several jointly governed organizations that provide goods or services to the citizenry of the City but do not meet the criteria of a joint venture since there is no ongoing financial interest or responsibility by the participating governments. City officials are members of the following boards and commissions: Tama County Assessor's Conference Board, Tama County Emergency Management Commission, Tama County Solid Waste Disposal Commission, Tama County Joint E911 Service Board, Region Six Planning Commission and Tama County Economic Development Board.

B. Basis of Presentation

Government-wide Financial Statement – The Statement of Activities and Net Assets reports information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from this statement. Governmental activities, which are supported by tax and intergovernmental revenues, are reported separately from business type activities, which rely to a significant extent on fees and charges for services.

The Statement of Activities and Net Assets presents the City's nonfiduciary net assets. Net assets are reported in the following categories/components:

Nonexpendable restricted net assets are subject to externally imposed stipulations which require them to be maintained permanently by the City.

Expendable restricted net assets result when constraints placed on net asset use are either externally imposed or imposed by law through constitutional provisions or enabling legislation.

Notes to Financial Statements (Continued) June 30, 2010

Note 1 – Summary of Significant Accounting Policies (Continued)

B. Basis of Presentation (Continued)

Unrestricted net assets consist of net assets not meeting the definition of the preceding categories. Unrestricted net assets often have constraints on resources imposed by management, which can be removed or modified.

The Statement of Activities and Net Assets demonstrates the degree to which the direct disbursements of a given function are offset by program receipts. Direct disbursements are those clearly identifiable with a specific function. Program receipts include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants, contributions and interest on investments restricted to meeting the operational or capital requirements of a particular function. Property tax and other items not properly included among program receipts are reported instead as general receipts.

<u>Fund Financial Statements</u> – Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. All remaining governmental funds are aggregated and reported as nonmajor governmental funds.

The City reports the following major governmental funds:

The General Fund is the general operating fund of the City. All general tax receipts and other receipts not allocated by law or contractual agreement to some other fund are accounted for in this fund. From the fund are paid the general operating disbursements, the fixed charges and the capital improvement costs that are not paid from other funds.

Special Revenue:

The Road Use Tax Fund is used to account for road construction and maintenance.

The Debt Service Fund is utilized to account for the payment of interest and principal on the City's general long-term debt.

The Capital Projects Fund is used to account for all resources used in the acquisition and construction of capital facilities.

The City reports the following major proprietary funds:

The Water and Sewer Funds account for the operation and maintenance of the City's water and sewer systems.

The City Center accounts for the operation and maintenance of the City's movie theater and Matchstick Marvels museum.

The Fitness Center accounts for the operation and maintenance of the City's fitness center.

Notes to Financial Statements (Continued) June 30, 2010

Note 1 – Summary of Significant Accounting Policies (Continued)

C. Measurement Focus and Basis of Accounting

The City of Gladbrook maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with U.S. generally accepted accounting principles.

Under the terms of grant agreements, the City funds certain programs by a combination of specific cost-reimbursement grants, categorical block grants and general receipts. Thus, when program disbursements are paid, there are both restricted and unrestricted cash basis net assets available to finance the program. It is the City's policy to first apply cost-reimbursement grant resources to such programs, followed by categorical block grants and then by general receipts.

Proprietary funds distinguish operating receipts and disbursements from non-operating items. Operating receipts and disbursements generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. All receipts and disbursements not meeting this definition are reported as non-operating receipts and disbursements.

D. Budgets and Budgetary Accounting

The budgetary comparison and related disclosures are reported as Required Supplementary Information.

Note 2 – Cash and Pooled Investments

The City's deposits in banks at June 30, 2010 were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to insure there will be no loss of public funds.

The City is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the City Council; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

<u>Interest rate risk</u> – The City's investment policy limits the investment of operating funds (funds expected to be expended in the current budget year or within 15 months of receipt) in instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 397 days, but the maturities shall be consistent with the needs and use of the City.

Notes to Financial Statements (Continued) June 30, 2010

Note 3 – Notes Payable

Annual debt service requirements to maturity for general obligation notes and a sewer revenue capital loan note are as follows:

Year Ending	General Obligation Sewer Revenue Notes Capital Loan Note		•		Total		
June 30,		Principal	Interest	Principal	Interest	Principal	Interest
			-				
2011	\$	82,908	20,173	22,000	8,430	104,908	28,603
2012		70,040	16,406	23,000	7,770	93,040	24,176
2013		73,170	13,339	23,000	7,080	96,170	20,419
2014		76,360	10,135	24,000	6,390	100,360	16,525
2015		25,115	7,322	25,000	5,670	50,115	12,992
2016-2020		114,345	15,391	135,000	16,800	249,345	32,191
2021-2025			_	29,000	870	29,000	870
Total	\$	441,938	82,766	281,000	53,010	722,938	135,776

The sewer revenue capital loan note was issued for the purpose of defraying a portion of the costs of carrying out a sewer project of the City. The resolution providing for the issuance of the revenue note included the following provisions: (a) the note will only be redeemed from the future earnings of the enterprise activity fund and the note holders hold a lien on the future earnings of the fund, and (b) sufficient monthly transfers shall be made to a separate sewer revenue note sinking account for the purpose of making the note principal and interest payments when due.

Note 4 - Pension and Retirement Benefits

The City contributes to the Iowa Public Employees Retirement System (IPERS), which is a cost-sharing multiple-employer defined benefit pension plan administered by the State of Iowa. IPERS provides retirement and death benefits which are established by state statute to plan members and beneficiaries. IPERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to IPERS, PO Box 9117, Des Moines, Iowa, 50306-9117.

Most regular plan members are required to contribute 4.30% of their annual covered salary and the City is required to contribute 6.65% of covered salary. Certain employees in special risk occupations and the city contribute an actuarially determined contribution rate. Contribution requirements are established by State statute. The City's contributions to IPERS for the years ended June 30, 2010, 2009 and 2008 were \$9,041, \$8,101 and 7,251, respectively, equal to the required contributions for each year.

Note 5 – Compensated Absences

City employees accumulate a limited amount of earned but unused vacation hours for subsequent use or for payment upon termination, retirement or death. These accumulations are not recognized as disbursements by the City until used or paid. The City's approximate liability for earned vacation payments payable to employees at June 30, 2010 was \$1,825, primarily relating to the General Fund. This liability has been computed based on rates of pay in effect at June 30, 2010.

Notes to Financial Statements (Continued) June 30, 2010

Note 6 - Interfund Transfers

The detail of interfund transfers for the year ended June 30, 2010 is as follows:

Transfer to	Transfer from	Á	mount
Debt Service	General Special Revenue:	\$	32,432
	Local Option Sales Tax		37,415
	Urban Renewal Tax Increment		17,435
	C15021 2002 2002		87,282
General	Special Revenue:		
	Local Option Sales Tax		21,795
	Employee Benefits		9,815
	Emergency Services		5,302
			36,912
Special Revenue:	Special Revenue:		
Road Use Tax	Employee Benefits		2,969
	General		8,661
			11,630
Capital Projects:	Proprietary Fund:		
Fitness Center	Fitness Center		11,770
Total		<u>\$</u>	147,594

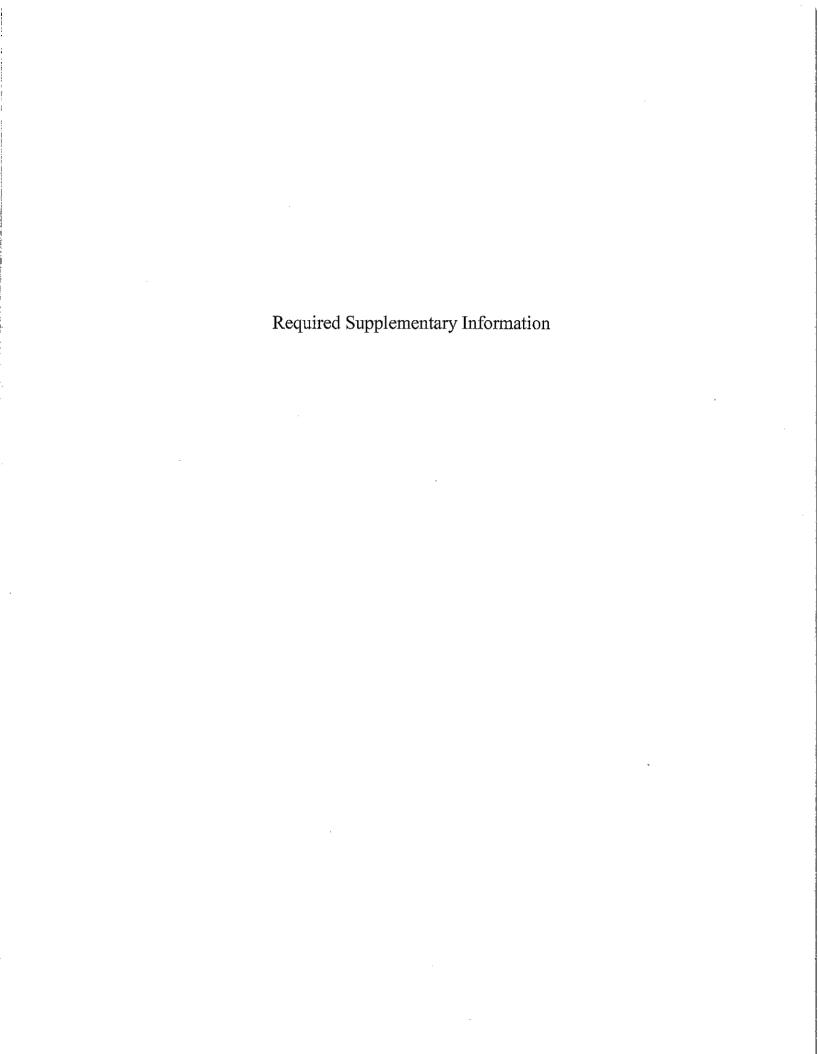
Transfers generally move resources from the fund statutorily required to collect the resources to the fund statutorily required to disburse the resources.

Note 7 - Risk Management

The City of Gladbrook is exposed to various risks of loss related to torts; theft, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks are covered by the purchase of commercial insurance. The City assumes liability for any deductibles and claims in excess of coverage limitations. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Note 8 - Related Party Transactions

The City had business transactions between the City and City officials totaling \$7,766 during the year ended June 30, 2010.



Budgetary Comparison Schedule of Receipts, Disbursements, and Changes in Balances-Budget and Actual (Cash Basis)
All Governmental Funds and Proprietary Funds
Required Supplementary Information
Year ended June 30, 2010

	_	Governmental Funds Actual	Proprietary Funds Actual
Receipts:			
Property tax	\$	217,790	_
Tax increment financing		17,435	Ħ
Other city tax		65,949	
Intergovernmental		159,381	145
Licenses and permits		515	-
Charges for service		42,671	362,708
Use of money and property		4,575	3,399
Special assessments		2,684	-
Miscellaneous	_	109,300	-
Total receipts	_	620,300	366,252
Disbursements:			
Public safety		116,411	-
Public works		117,911	-
Health and social services		, -	-
Culture and recreation		50,112	-
Community and economic development		7,353	_
General government		68,726	_
Debt service		102,860	_
Capital projects		338,345	-
Business type activities		, <u>-</u>	350,758
Total disbursements	_	801,718	350,758
Excess (deficiency) of receipts over (under) disbursements		(181,418)	15,494
Other financing sources, net	_	238,230	11,770
Excess (deficiency) of receipts and other financing sources over (under) disbursements and other financing uses		56,812	27,264
Balances beginning of year	_	620,179	305,332
Balances end of year	\$_	676,991	332,596

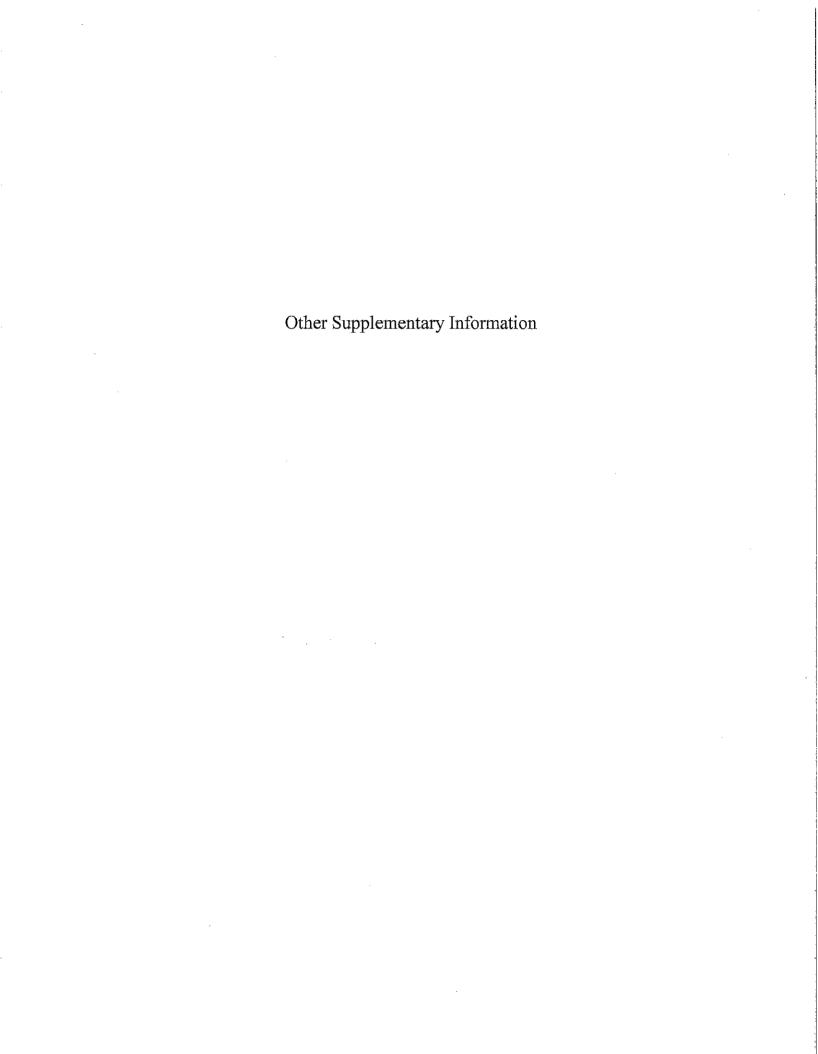
			Final to
	Budgeted Ar	nounts	Total
Total —	Original	Final	Variance
,			
217.700	229,494	236,304	(18,514)
217,790 17,435	17,465	17,465	(30)
•	65,209	54,000	11,949
65,949 150,536	128,799	372,513	(212,987)
159,526	2,100	450	65
515	422,940	425,058	(19,679)
405,379	7,200	6,700	1,274
7,974	•	2,366	318
2,684	1,000	16,569	92,731
109,300	7,682		(144,873)
986,552	881,889	1,131,425	(144,073)
116,411	147,171	147,171	(30,760)
117,911	121,604	129,777	(11,866)
-	1,106	1,161	(1,161)
50,112	52,558	55,589	(5,477)
7,353	19,023	47,023	(39,670)
68,726	78,394	78,394	(9,668)
102,860	70,444	102,878	(18)
338,345	, _	489,879	(151,534)
350,758	324,599	400,580	(49,822)
1,152,476	814,899	1,452,452	(299,976)
(165,924)	66,990	(321,027)	155,103
250,000	-	249,906	94
		-	
84,076	66,990	(71,121)	155,197
925,511	892,383	892,383	33,128
1,009,587	959,373	821,262	188,325

Notes to Required Supplementary Information – Budgetary Reporting June 30, 2010

The budgetary comparison is presented as Required Supplementary Information in accordance with Governmental Accounting Standards Board Statement No. 41 for governments with significant budgetary perspective differences resulting from not being able to present budgetary comparisons for the General Fund and each major Special Revenue Fund.

In accordance with the Code of Iowa, the City Council annually adopts a budget on the cash basis following required public notice and hearing for all funds except Internal Service Funds. The annual budget may be amended during the year utilizing similar statutorily prescribed procedures.

Formal and legal budgetary control is based upon nine major classes of disbursements known as functions, not by fund. These nine functions are: public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service, capital projects, and business type activities. Function disbursements required to be budgeted include disbursements for the General Fund, the Special Revenue Funds, the Debt Service Fund, the Capital Projects Fund and the Enterprise Funds. Although the budget document presents function disbursements by fund, the legal level of control is at the aggregated function level, not by fund. During the year, one budget amendment increased budgeted disbursements by \$637,553. The budget amendment is reflected in the final budgeted amounts.



Statement of Cash Receipts, Disbursements and Changes in Cash Balances Nonmajor Governmental Funds As of and for the year ended June 30, 2010

	-				
					Special
	_	Urban			Local
		Renewal Tax	Employee	Emergency	Option
		Increment	Benefits	Services	Sales Tax
Receipts:					
Property tax	\$		10,235	5,143	-
Tax increment financing		17,435	-	-	<u>-</u>
Other city tax		-	315	159	59,210
Intergovernmental		-	-	-	-
Use of money and property			-	-	_
Miscellaneous			-		_
Total receipts		17,435	10,550	5,302	59,210
Disbursements:					
Operating:					
Culture and recreation		-		-	
Total disbursements	,	-	-	•	-
Excess (deficiency) of receipts over (under)					
disbursements		17,435	10,550	5,302	59,210
Other financing uses:					
Operating transfers out		(17,435)	(12,784)	(5,302)	(59,210)
Total other financing sources (uses)		(17,435)	(12,784)	(5,302)	(59,210)
Net change in cash balances		-	(2,234)	-	-
Cash balances beginning of year		, pa	8,913		
Cash balances end of year	\$	-	6,679		-
Cash Basis Fund Balances Unreserved:					
Special revenue funds	\$		6,679	-	.=-
	\$		6,679		

Revenue			
		Recreational	
Library	Museum	Trust	Total
2.101.01.9	1.2000		
-	#	-	15,378
-	-	-	17,435
-	_	-	59,684
1,151	_	-	1,151
363	_		363
1,649	-	1,200	2,849
3,163	-	1,200	96,860
4,523	-	1,986	6,509
4,523	_	1,986	6,509
(1,360)		(786)	90,351
	_	-	(94,731)
	-	-	(94,731)
(1,360)	-	(786)	(4,380)
15,557	2,056	3,441	29,967
14,197	2,056	2,655	25,587
14,197	2,056	2,655	25,587
14,197	2,056	2,655	25,587

Schedule of Indebtedness Year ended June 30, 2010

Obligation	Date of Issue	Interest Rates	Amount Originally Issued
7			
General obligation notes:			
Storm sewer improvement	Mar 15, 2001	5.25%	\$ 128,000
Corporate purpose	Aug 1, 2004	3.95%	413,643
Corporate purpose	Aug 17, 2009	5.25%	250,000
Total		•	
Sewer revenue capital loan note:			
Sewer improvement	Sept 15, 2001	3.00%	\$ 706,000

Balance	Issued	Redeemed	Balance		Interest
Beginning	During	During	End of	Interest	Due and
of Year	Year	Year	Year	Paid	Unpaid
\$ 31,331	_	15,388	15,943	1,412	-
242,500	_	44,500	198,000	9,128	=
 	250,000	22,005	227,995	10,427	
\$ 273,831	250,000	81,893	441,938	20,967	
\$ 302,000	_	21,000	281,000	9,060	-

Bond and Note Maturities June 30, 2010

				General Obl	ligati	on Notes			
	Storm	Sew	er	Corporate			Corj	orat	te
	Impro	veme	ent	Put	rpose	;	Purpose)
Year	Issued Mar			Issued Au	gust	1, 2004	Issued Aug	ust l	17, 2009
Ending	Interest			Interest			Interest		
June 30,	Rates		Amount	Rates		Amount	Rates		Amount
2011	5.25 %	\$	15,943	3.95 %	\$	46,500	5.25 %	\$	20,465
2012			-	3.95		48,500	5.25		21,540
2013			-	3.95		50,500	5.25		22,670
2014			_	3.95		52,500	5.25		23,860
2015			-			-	5.25		25,115
2016			-			-	5.25		26,430
2017			-				5.25		27,820
2018			-			_	5.25		29,280
2019				•	_		5.25	_	30,815
Total		\$	15,943		\$	198,000		\$	227,995
1 Otal		Ψ=	10,5 15		* ≔				
	Rever	iue N	ote						
	Sewer In	aprov	ement			•			
Year	Issued Septe	mbe	r 15, 2001						
Ending	Interest								
June 30,	Rates		Amount			Total			
2011	3.00 %	\$	22,000		\$	104,908			
2012	3.00		23,000			93,040			
2013	3.00		23,000			96,170			
2014	3.00		24,000			100,360			
2015	3.00		25,000			50,115			
2016	3.00		25,000			51,430			
2017	3.00		26,000			53,820			
2018	3.00		27,000			56,280			
2019	3,00		28,000			58,815			
2020	3.00		29,000			29,000			
2021	3.00	-	29,000			29,000			
Total		\$	281,000		\$	722,938			

Schedule of Receipts By Source and Disbursements by Function-All Governmental Funds For the Last Ten Years

	_	2010	2009	2008	2007
Receipts:			• •		
Property tax	\$	217,790	224,783	216,960	212,379
Tax increment financing		17,435	17,422	19,773	24,578
Other city tax		65,949	65,650	64,704	64,725
Intergovernmental		159,381	149,883	532,978	145,859
Licenses and permits		515	701	260	410
Charges for service		42,671	40,164	44,710	38,486
Use of money and property		4,575	11,058	16,357	13,873
Special assessments		2,684	573	3,423	1,620
Miscellaneous		109,300	35,869	25,378	14,375
Total	\$=	620,300	546,103	924,543	516,305
Disbursements:					
Operating:					
Public safety	\$	116,411	174,666	172,034	165,539
Public works		117,911	126,280	159,858	108,031
Health and social services		-	-	-	~
Culture and recreation		50,112	49,445	51,767	46,052
Community and economic development		7,353	32,868	23,766	25,718
General government		68,726	66,702	56,457	51,588
Debt service		102,860	70,613	70,741	70,819
Capital projects	_	338,345	20,225	375,298	
Total	\$_	801,718	540,799	909,921	467,747

	2006	2005	2004	2003	2002	2001
	194,340	192,653	173,949	177,067	153,517	137,680
	23,773	42,104	-	715	61,823	148,437
	52,884	43,307	46,026	-	-	-
	125,569	126,178	205,263	130,053	179,367	185,816
	758	893	1,010	2,448	2,253	1,648
	36,477	23,166	6,539	17,041	13,108	5,792
	11,503	6,957	17,104	9,441	19,515	36,155
	-	15,127	-	-	575	583
_	13,784	26,523	55,149	422,490	337,537	19,486
_	459,088	476,908	505,040	759,255	767,695	535,597
		• • • • • • • • • • • • • • • • • • • •				
	109,181	88,359	146,763	82,585	194,385	71,694
	97,212	99,973	100,335	102,955	81,614	130,310
	-	-	260	103	31	-
	41,642	56,019	44,434	37,934	39,474	33,409
	14,379	20,572	71,212	24,184	53,438	68,396
	51,783	56,019	73,800	53,600	42,681	55,448
	70,909	87,020	39,218	39,218	128,188	434,031
	-	24,251	464,341	420,061	493,925	158,966
	385,106	432,213	940,363	760,640	1,033,736	952,254



CERTIFIED ♦ PUBLIC ♦ ACCOUNTANTS

24 EAST MAIN STREET • MARSHALLTOWN, IOWA 50158 • 641-753-9337 • FAX 641-753-6366 418 2ND STREET • GLADBROOK, IOWA 50635 • 641-473-2717 • FAX 641-753-6366 4949 PLEASANT STREET • SUITE 206 • WEST DES MOINES, IOWA 50266 • 515-278-0286 • FAX 515-278-0287

James R. Bowman, CPA • jim@bowmanandmillerpc.com Elizabeth A. Miller, CPA • beth@bowmanandmillerpc.com

Independent Auditors' Report on Internal Control
over Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in Accordance
with Government Auditing Standards

To the Honorable Mayor and Members of the City Council:

We have audited the accompanying financial statements of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Gladbrook, Iowa, as of and for the year ended June 30, 2010, which collectively comprise the City's basic financial statements listed in the table of contents and have issued our report thereon dated August 31, 2010. Our report expressed unqualified opinions on the financial statements which were prepared in conformity with an other comprehensive basis of accounting. We conducted our audit in accordance with U. S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City of Gladbrook's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Gladbrook's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City of Gladbrook's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance all deficiencies, significant deficiencies or material weaknesses have been identified. However, as described in the accompanying Schedule of Findings, we identified a deficiency in internal control over financial reporting we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of the control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility a material misstatement of the City of Gladbrook's financial statements will not be prevented or detected and corrected on a timely basis. We consider the deficiency described in Part II of the accompanying Schedule of Findings to be a material weakness.

Compliance and Other Matters

As a part of obtaining reasonable assurance about whether the City of Gladbrook's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under <u>Government Auditing Standards</u>.

Comments involving statutory and other legal matters about the City's operation for the year ended June 30, 2010 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the City. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

The City of Gladbrook's responses to findings identified in our audit are described in the accompanying Schedule of Findings. While we have expressed our conclusions on the City's responses, we did not audit the City of Gladbrook's responses and, accordingly, we express no opinion on them.

This report, a public record by law, is intended solely for the information and use of the officials, employees and citizens of the City of Gladbrook and other parties to whom the City of Gladbrook may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the City of Gladbrook during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

Bowman and Miller, P.C.

Marshalltown, Iowa August 31, 2010

Schedule of Findings Year ended June 30, 2010

Part I: Summary of the Independent Auditors' Results:

- (a) Unqualified opinions were issued on the financial statements which were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.
- (b) A material weakness in internal control over financial reporting was disclosed by the audit of the financial statements.
- (c) The audit did not disclose any non-compliance which is material to the financial statements.

Schedule of Findings Year ended June 30, 2010

Part II: Findings Related to the Financial Statements:

INSTANCES OF NON-COMPLIANCE:

No matters were noted.

INTERNAL CONTROL DEFICIENCY:

- II-A-10 <u>Segregation of Duties</u> One important aspect of internal accounting control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. We noted one person has control over each of the following areas:
 - (1) Cash receipts collecting, depositing, journalizing, and posting.
 - (2) Disbursements check writing, signing, and reconciling.
 - (3) Payroll preparation and distribution.

<u>Recommendation</u> — We realize that with a limited number of office employees, segregation of duties is difficult. However, the City should review its operating procedures to obtain the maximum internal control possible under the circumstances. In instances where it is not possible to segregate duties, the City should utilize administrative personnel to provide additional internal control through review of financial transactions and reports.

<u>Response</u> – The noted areas will be reviewed to identify duties that could be handled by other personnel or council members.

Conclusion - Response accepted.

Part III: Other Findings Related to Required Statutory Reporting:

- III-A-10 <u>Certified Budget</u> Disbursements during the year ended June 30, 2010, did not exceed the amounts budgeted.
- III-B-10 <u>Questionable Disbursements</u> We noted no disbursements that may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 24, 1979.
- III-C-10 <u>Travel Expense</u> No disbursements of City money for travel expenses of spouses of City officials or employees were noted.

Schedule of Findings Year ended June 30, 2010

Part III: Other Findings Related to Required Statutory Reporting (continued):

III-D-10 <u>Business Transactions</u> – Business transactions between the City and City officials or employees are detailed as follows:

Name, Title, and Business Connection	Transaction Description	Amount
Roger Luehring, Council Member and Mike Bearden, spouse of the City Clerk Shareholders in Clapsaddle-Garber and Associates	Engineering services	<u>\$ 7,766</u>
The transaction does not appear to represent	a conflict of interest since it w	as entered into

The transaction does not appear to represent a conflict of interest since it was entered into through a competitive selection process in accordance with Chapter 362.5(4) of the Code of Iowa.

- III-E-10 <u>Bond Coverage</u> Surety bond coverage of City officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to insure that the coverage is adequate for current operations.
- III-F-10 <u>Council Minutes</u> No transactions were found that we believe should have been approved in the Council minutes but were not.
- III-G-10 <u>Deposits and Investments</u> We noted no instances of noncompliance with the deposit and investment provisions of Chapter 12B and 12C of the Code of Iowa and the City's investment policy.
- III-I-10 Revenue Notes The City was in compliance with all applicable revenue note provisions.

Staff

This audit was performed by:

Bowman and Miller, P.C. Certified Public Accountants Marshalltown, IA 50158

Personnel:
Elizabeth A. Miller, C.P.A
Diana Swanson
Nathan Minkel